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MINISTRY OF CIVIL AVIATION
(AIRPORTS AUTHORITY OF INDIA)

NOTIFICATION

New Delhi, the 13th June, 2003

F.No. AAI/PERS/EDPA/REG/2002.—In exercise of the powers conferred by sub-section (1) read with clause (b) of sub-section (2) and sub-section (4) of section 42 of the Airports Authority of India Act, 1994 (No. 55 of 1994), the Airports Authority of India with the previous approval of the Central Government hereby makes the following regulations, namely

1. SHORT TITLE AND COMMENCEMENT. (1) These Regulations may be called the **Airports Authority of India (Leave) Regulations, 2003.**

(2) They shall come into force from the date of publication in the Official Gazette.

2. APPLICATION. - These Regulations shall apply to all employees of the Authority except:

- (a) persons on deputation to the Authority;
- (b) persons in casual or daily rated or part-time employment; and
- (c) persons employed on contract except when the contract provides otherwise.

3. DEFINITIONS. - In these regulations unless the context otherwise requires: -

- (a) **"Authorized Medical Officer"** means a medical officer appointed by the Authority either on full time or part time basis or a Registered Medical Practitioner possessing minimum qualification as MBBS / BDS / BAMS / BHMS.
- (b) **"Authority"** means the Airports Authority of India;
- (c) **"Competent Authority"** means in relation to the exercise of any power, the Chairperson or any Member or any other Officer of the Authority to whom powers may be delegated by the Chairperson in this behalf provided that in the case of

Chairperson and whole time Members of the Authority appointed by the Central Government the competent authority shall be the Central Government;

- (d) **"Completed year of service"** means continuous service of specified duration in the Authority and includes period spent on duty as well as leave including extraordinary leave;
- (e) **"Employee"** means a person in the whole time service of the Authority;
- (f) **"Form"** means a form appended to these regulations;
- (g) **"Hospital"** means any hospital or dispensary or Medical Inspection (M.I.) Room established by the Authority or empanelled or recognized by the Authority or under the Central or State Government or Municipal Authority or Local Body;
- (h) **"Nursing Homes"** means Nursing Homes empanelled or recommended by the Authority;
- (i) **"Permanent Employee"** means an employee who has been appointed against a permanent post sanctioned on a permanent basis and has been confirmed against the post; and
- (j) **"Temporary Employee"** means an employee who has been appointed against a temporary post sanctioned for a specific period or appointed on a temporary basis against a permanent post and has not been confirmed.

4. **RIGHT TO LEAVE. -**

- (1) Leave cannot be claimed as a matter of right.
- (2) When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for by the employee except at the written request of the employee.

5. **REGULATION OF CLAIM OF LEAVE. -** An employee's claim to leave is regulated by the regulations in force at the time the leave is applied for and granted.

6. RETROSPECTIVE COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER. -

(1) At the request of the employee, competent authority may, at its discretion, convert retrospectively leave of one kind taken earlier into leave of different kind which was due and admissible to him at the time the leave was granted, provided that the employee's request is received within 30(thirty) days of his joining duty — on the expiry of the relevant spell of leave availed by him.

(2) Any amount of leave salary paid in excess shall be recovered or any arrears shall be paid after adjustment.

7. MAXIMUM OF CONTINUOUS LEAVE. - Unless the Competent Authority, in view of the exceptional circumstances of the case otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding 5 (five) years.

8. ACCEPTANCE OF SERVICE OR EMPLOYMENT WHILE ON LEAVE. - An employee while on leave, shall not take up any service or employment elsewhere including the setting up of a private professional practice such as accountant, consultant or legal or medical practitioner without obtaining the previous sanction of the competent authority.

9. COMBINATION OF DIFFERENT KINDS OF LEAVE / HOLIDAYS. -

(1) **Regular Leave** - (a) Except as otherwise provided in these regulations, any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave except casual leave.

(b) Prefixing or suffixing of holidays to leave shall be allowed except in cases where for administrative reasons; permission for prefixing or suffixing of holidays to leave is specially withheld.

(c) Intervening Holidays including Sundays and Saturdays, wherever applicable falling within the spell of any kind of leave shall be counted as leave.

(2) **Casual Leave** - (a) Casual leave cannot be combined with any other kind of leave under these regulations except special casual leave and restricted holiday and compensatory leave. It would not be combined with both special casual leave and regular leave taken together.

(b) An employee can be permitted to combine half a day's casual leave with any other kind of leave if his absence on the next working day was due to sickness or other compelling grounds

only if he has no further casual leave at his credit and he was allowed to avail half a days casual leave in the afternoon.

(3) **Restricted Holiday** - Restricted Holiday can be prefixed or suffixed to any kind of leave or casual leave.

(4) **Compensatory Leave** - A Compensatory leave granted in lieu of duty performed by an employee on Sunday or a holiday for a full day may be treated as holiday for the purpose of prefixing or suffixing of leave.

(5) **Holidays** - Holidays can be pre-fixed or suffixed to any kind of leave and to be treated as duty for the purpose of drawal of pay and allowances.

(6) **Special Casual Leave** - The Special Casual Leave can be combined with Sundays, restricted holidays and other holidays but not with any other kind of leave.

10. GRANT OF AND RETURN FROM LEAVE.

(1) **Application for leave** - Any application for leave or for extension of leave and Joining Report shall be made in prescribed form annexed to the Regulations to the Competent Authority to grant leave.

(2) **Maintenance of leave account** - A leave account shall be maintained properly and up to date in the prescribed form annexed to the Regulations for each employee of the Authority by the officer authorized in this behalf. He should countersign every entry in the leave account.

(3) **Employee should apply leave in advance** - Except in emergency, application for leave for 3 (three) days or more on grounds other than on medical grounds shall be submitted to the authority competent to grant leave in the prescribed form annexed to the Regulations at least 7 (seven) days before the date from which the leave is required.

(4) **Employee should furnish leave address before proceeding on leave** - (a) An employee before proceeding on leave shall furnish in the application his address during the period of leave. However, in case when it is not possible to indicate address, reasons for not doing so shall be explained by the employee in the leave application and the competent authority would satisfy itself before granting leave.

(b) No employee should leave the Headquarters or place of station or posting without permission of the Competent Authority. In all applications for leave including casual leave or compensatory leave during which the employee proposes to leave the station, the fact should be stated in the application with the outstation address.

(c) Any person who wishes to leave the station during the period of leave already granted to him should notify his intention together with his address to his officer. Any change in that address, which may occur thereafter, should also be communicated.

(5) **Verification of admissibility of leave** - No leave shall be granted to an employee until a report regarding its admissibility has been obtained from the Competent Authority maintaining the leave account.

(6) **Leave not to be granted in certain circumstances** - (a) Leave shall not be granted to an employee when the competent authority has decided to dismiss, remove or compulsorily retire him from service of the Authority.

(b) Leave shall not be granted to an employee who has been placed under suspension.

(7) **Medical Certificate for leave on medical grounds** - Leave on medical grounds shall be sanctioned to an employee on production of medical certificate of illness from an Authorized Medical Officer or Hospital or Nursing Home. Competent Authority may secure second medical opinion, if necessary.

(8) **Fitness Certificate at the time of joining** - An employee who has been sanctioned leave or an extension of leave on medical grounds shall not be allowed to resume duty unless he produces a "fitness certificate" from the Authorized Medical Officer or Hospital or Nursing Home.

(9) **Waiving the production of medical Certificate** - The authority competent to grant leave may, in its discretion, waive the production of Medical Certificate in case of an application for leave for a period not exceeding 3 (three) days at a time. Such leave shall not be treated as leave on medical grounds and shall be debited against leave other than leave on medical ground.

(10) **Commencement and termination of leave** - Leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.

(11) **Return from leave** - An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted by the Competent Authority to curtail his leave and resume duty before the expiry of leave sanctioned to him. He shall submit a Joining Report in the prescribed form (FORM NO.II).

(12) **Recall to duty before the expiry of leave** - An employee may be recalled from leave, by the Competent Authority, if the exigencies of the work so demand and shall be paid:

(a) Travelling Allowance for the journey to be performed to resume duty, as admissible to him, and

(b) Leave salary which he would have drawn until he resumes duty.

(13) **Absence from duty after the expiry of leave, Over stay of leave and unauthorized absence from duty.** - (a) Unless the authority competent to grant leave, extends the leave, an employee who remains absent after his leave is over is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

(b) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

(c) The unauthorized absence of this kind apart from resulting in loss of pay and allowances for the period of such absence would also constitute a break in service entailing forfeiture of past service, unless the break itself is condoned and treated as 'dies-non'. If the break is condoned and treated as 'dies non' by the Competent Authority, the service rendered prior to unauthorized absence be counted for all purposes but the period of break itself will not count for any purpose and treated as dies non unless the employee represents in this regard.

(d) The consequence of unauthorized absence from duty, which is not condoned, would be as follows:

(i) **Pay and Allowances** - No pay and allowances are admissible during the period of unauthorized absence.

(ii) **Increment** - The period of such unauthorized absence would not count for increment.

(iii) **Leave** - The period of such unauthorized absence would not count for earning leave.

(iv) **Contributory Provident Fund** - The period of unauthorized absence would be ignored for the purpose of entitlement of Contributory Provident Fund benefits.

(v) **Gratuity** - The interruption in service caused by such unauthorized absence would entail forfeiture of past service for the purpose of entitlement to gratuity.

(e) If such employee reports for duty before or after initiation of disciplinary proceedings, he may be taken back for duty because he has not been placed under suspension.

11. KINDS OF LEAVE DUE AND ADMISSIBILITY. -

(1) Earned Leave :

(a) Calculation of Earned Leave: -

(i) Advance credit in two installments:

The leave account of an employee shall be credited with 30 (thirty) days earned leave in a calendar year. This shall be credited in advance in two installments of 15 (fifteen) days each on the first day of January and the first day of July of every calendar year.

(ii) Maximum accumulation:

The earned leave at the credit of an employee at the close of a half year shall be carried forward to next half year, subject to the condition that the earned leave so carried forward plus the credit for the half year shall not exceed 300 (three hundred) days.

(b) **At the initial appointment:** - The credit for the half year in which an employee is appointed will be credited at the rate of 2 ½ (Two and a half) days for each completed calendar month of service which he is likely to render in half year in which he is appointed.

(c) **Application for Earned Leave:** - An application for earned leave or extension shall be made in the prescribed form (FORM NO.1)

(d) **At the retirement or resignation:** - The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed leave at the rate of 2 ½ (two and a half) days per completed calendar month up to the date of retirement or resignation. If in the case of an employee who resigns or retires from the service, the leave already availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary withdrawn, if any.

(e) **On removal or dismissal or death:** - The credit for the half-year in which an employee is removed or dismissed or died will be allowed at the rate of 2 ½ (two and a half) days per completed calendar month up to the end of the calendar month preceding the calendar month in which he / she is removed or dismissed or died.

- (f) **Adjustment of Extraordinary leave:** - If any employee has taken extraordinary leave in a half year, the credit allowed shall be reduced by $1/10^{\text{th}}$ (one-tenth) of the extraordinary leave availed of during the previous half year subject to a maximum of 15 (fifteen) days.
- (g) **Adjustment of Extra-Ordinary Leave taken at the time of retirement or resignation or removal or dismissal or death:** - If an employee, who is retired or resigned or removed or dismissed or died in the middle of a calendar year, has taken any Extra-Ordinary Leave during that half year, the earned leave credit shall be reduced at the rate of $1/10^{\text{th}}$ (one-tenth) of such Extra-Ordinary Leave and leave account regularized.
- (h) **Fraction to be rounded off:** - While giving credit, fraction of 0.5 and above a day shall be rounded off to the nearest day e.g. $7 \frac{1}{2}$ (seven and a half) days to be rounded off to 8 (eight) days.
- (i) **When the period of absence treated as dies-non:** - When the period of absence has been treated as 'dies-non' in half year, the credit to be allowed to leave account at the commencement of the next half year shall be reduced by $1/10^{\text{th}}$ (one-tenth) of the period of 'dies-non' subject to maximum of 15 (fifteen) days.
- (j) **Earned Leave on account of unavailed joining time:** - Unavailed joining time (subject to a maximum of 15 days) shall be allowed to be credited in earned leave account subject to the following conditions: -
- (i) If employee joins the new post without availing full admissible joining time, the unavailed period as admissible is to be allowed to his earned leave account;
 - (ii) The credit of Earned Leave including the unavailed joining time credited should not exceed 300 (three hundred) days; and
 - (iii) One day joining time admissible for transfer within the same station, if not availed, cannot be credited to Earned Leave Account.
- (k) **Grant of maximum Earned Leave at a time:** - (i) The maximum amount earned leave that may be granted to an employee at a time shall be 180 (one hundred and eighty) days, provided that where the employee spends any part of such leave outside India, he may be granted earned leave up to a maximum of 300 days subject to the condition that the period of earned leave spent in India shall not in aggregate exceed 180 days.
- (ii) Earned Leave may be taken at a time up to 300 days as Leave Preparatory to retirement.

(2) Half Pay Leave: -

(a) Calculation of Half Pay Leave:

(i) Advance credit in two installments: - The leave account of an employee shall be credited with 20 (twenty) days Half-Pay Leave in a calendar year. This shall be credited advance in two installments of 10 (ten) days each, on First day of January and First day of July of every calendar year.

(ii) On initial appointment: - The credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar months of service which he is likely to render in a half year in which he is appointed.

(iii) On retirement or resignation: - The credit for the half year in which an employee is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation. If in the case of an employee who resigns or retires from the service, the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary overdrawn, if any.

(iv) On removal or dismissal or death: - The credit for the half year in which an employee is removed or dismissed or died shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed or died.

(v) When period of absence treated as dies non: - Where a period of absence or suspension has been treated as dies non in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year, shall be reduced by 1/18 (One by eighteenth) of the period of dies non subject to a maximum of 10(ten) days. In case the period of suspension is not treated as period spent on duty, it would not count for earning leave.

(b) **Fraction to be rounded off:** - While giving credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.

(c) **To be granted on Medical certificate or on private affair:** - The leave under this Regulation may be granted on production of medical certificate from an authorized medical officer or on private affairs.

(d) **Not to be granted in certain circumstances:** - Half pay leave shall not be granted to an employee unless the competent authority has reason to believe that the employee will return to duty after expiry of such leave.

(e) **Maintenance of Half-Pay Leave account:** - The balance should be worked out at the end of each half-year by debiting-

(i) HPL taken

(ii) Twice the amount of Commuted Leave taken

(iii) Leave-not-due taken

(f) **Application for Half Pay Leave:** - An application for half-pay leave or extension shall be made in the prescribed form (FORM NO. 1)

(3) **Commuted Leave :** (a) **Conditions for Grant of Commuted Leave :** - Commuted leave not exceeding half the amount of half pay leave due may be granted on production of medical certificate from an authorized medical officer subject to the following conditions : -

(i) **At the request of the employee:** - Commuted leave may be granted at the request of an employee even when earned leave is due to him;

(ii) **At the discretion of the Competent Authority:** - If the Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry; and

(iii) **Debiting from Half Pay leave account:** - When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(b) **In the case of retirement or resignation:** - When an employee who has been granted commuted leave, resigns from service at his own request or permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay-leave and the difference between the salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the employee for further service or in the event of death.

(c) **Without production of Medical Certificate** :- (i) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the competent authority.

(ii) Commuted leave in continuation of maternity leave may be granted up to 60 (sixty) days without medical certificate (except on account of leave for miscarriage or abortion).

(iii) Commuted leave up to a maximum of 60 days may be granted to a female employee with less than two living children, on adoption of a child less than one year old.

(d) **Application for Commuted Leave** : An application for Commuted Leave or extension shall be made in the prescribed form (FORM NO. I).

(4) Leave not Due :

(a) **Conditions for grant of leave not due** : - Leave not due may be granted to a permanent employee subject to the following conditions:

(i) **At the request of the employee** : - When there is no half-pay-leave at the credit of the employee and he requested for grant of leave not due;

(ii) **At the discretion of the Competent Authority** : - The Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of leave;

(iii) **Maximum amount of leave not due** : - Leave not due during the entire service shall be limited to a maximum of 360 (three hundred & sixty) days out of which not more than 90 (ninety) days may be granted at a time and 180 (one hundred and eighty) days may be granted otherwise than on Medical Certificate;

(iv) **Limited to the Half Pay Leave** : - Leave not due shall be limited to the half-pay leave the employee is likely to earn after the grant of leave not due; and

(v) **Debiting against the Half Pay Leave Account** : - Leave not due shall be debited against the half-pay leave the employee earned subsequently.

(b) **In the case of temporary employee suffering from dreaded diseases** : - Leave Not Due may be granted for a period not exceeding 360 (Three hundred and sixty) days, during

his entire service to a temporary employee who is suffering from tuberculosis, leprosy, cancer or mental illness subject to the fulfillment of conditions in Clause (a), Sub-Regulation (4) of Regulation 11 of this Regulation above and also subject to the following further conditions namely:

- (i) That the employee has put in a minimum of one year of service in the Authority.
- (ii) That the post from which the employee proceeds on leave is likely to last till his return to duty ; and
- (iii) That the request for grant of such leave is supported by medical certificate.

(c) **In case of retirement or resignation:** - (i) Where an employee who has been granted leave-not-due resigns from service or at his request is permitted to retire voluntarily without returning to duty, the leave-not-due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.

(ii) Where an employee who having availed himself of leave not due, returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

Provided that no leave salary shall be recovered under Regulation 9 if the retirement is by reason of ill health incapacitating an employee for further service or in the event of his death.

(d) **Application for Leave not due :** - An application for Leave not due shall be made in the prescribed form (FORM NO.I).

(5) **Extra-Ordinary Leave (EOL).**

(a) **Conditions for grant of Extra-Ordinary Leave :** - Extra Ordinary Leave (EOL) may be granted to an employee in the following special circumstances, namely :-

- (i) When no other leave is admissible; and
- (ii) When other leave is admissible, but the employee applies in writing for the grant of extra ordinary leave.

(b) **Maximum Extra-Ordinary Leave admissible on any one occasion:** - (i) Unless the competent authority, in view of exceptional or extreme compassionate circumstances otherwise determines, no employee shall be granted Extra-Ordinary Leave on any one occasion in excess of 12 (twelve) months but not in excess of three months without medical certificate and 6 (six) months with medical certificate in respect of temporary employees. Provided that the limit

aforesaid may be raised to 18 (eighteen) months on production of a medical certificate in case, where the employee is undergoing treatment for cancer or for mental illness in an institution recognized by the Authority or is undergoing treatment in a sanatorium, institution or under a specialist, recognized by the Authority, for pulmonary tuberculosis or pleurisy of tubercular origin, or tuberculosis of any part of the body or leprosy.

(ii) For 24 (twenty four) months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest provided the employee concerned has completed 3 (three) years of continuous service on the date of expiry of leave of the kind due and admissible including 3 (three) months extraordinary leave under clause (a). Where the employee is granted EOL in relaxation of provision contained in clause (b) shall be required to execute a Bond in the prescribed form undertaking to refund to Airports Authority of India the actual amount of expenditure incurred by the Airports Authority of India during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of 3 (three) years after return to duty. The bond shall be supported by sureties from two permanent employees having a status comparable to or higher than that of the employee concerned.

(iii) Employees belonging to Scheduled Caste or Scheduled Tribe may, for the purpose of attending the Pre-Examination Training course at the Centres notified by the government from time to time, be granted extraordinary leave by the competent authority in relaxation of sub-clause (ii).

(iv) Two spells of Extra-ordinary Leave, if intervened by any other kind of leave, shall be treated as one continuous spell for the purpose of applying the maximum limit.

(c) **Application for Extra-ordinary Leave:** Application for Extra-Ordinary Leave or extension shall be made in the prescribed form (FORM No.I)

(6) **Maternity Leave :**

(a) **For Pregnancy:** - A female employee with less than two surviving children may be granted Maternity Leave to 135 (One hundred thirty five) days twice in service period including for Medical Termination of Pregnancy or Abortion. In order to avail this leave, the employee should complete one-year regular service in Airports Authority of India. The leave will be granted

on submission or production of Medical Certificate from Authorized Medical Officer or Hospital or Nursing Home.

(b) **Threatened abortion:** Maternity leave is not admissible for threatened abortion.

(c) **Leave not to be debited:** - Maternity leave shall not be debited to the leave account. A female Employee may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days) without production of medical certificate for a period up to one year or till such time the child is one year old, whichever is earlier. However this facility will not be admissible in case she is already having two surviving children.

(d) **For child adoption:** - Maternity leave is not admissible.

(e) **Combination with other kind of leave:** - (i) **Maternity Leave** may be combined with leave of any other kind.

(ii) **Leave of the kind due and admissible including commuted leave** for a period not exceeding 60 (Sixty) days if applied for may be granted in continuation of maternity leave (except on account of leave for miscarriage or abortion).

(f) **Application for Maternity Leave:** - Application for Maternity Leave shall be made in the prescribed form (FORM NO.1)

(7) **Special Disability Leave: (a) Admissibility:** Admissible to both permanent and temporary employee - (i) When employee is disabled by injury intentionally or accidentally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position, and

(ii) When an employee is disabled by illness incurred in the performance of any particular duty, which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post held by him under the same conditions.

(b) **Conditions:** - (i) The disability due to injury, itself should have manifested within three months of the occurrence to which it is attributed and the person disabled had acted with due promptitude in bringing it to notice.

Provided that the leave sanctioning authority, if satisfied as to the cause of the disability may relax the condition and grant leave in cases where disability has manifested more than three months after the occurrence of its cause.

(ii) The disability, due to illness, should be certified by an Authorized Medical Officer to be directly due to the performance of the particular duty. If it has been contracted during service, the leave sanctioning authority should satisfy itself that the disability is exceptional in character.

(c) The period of leave, granted, will be such as certified by an Authorized Medical Officer, subject to a maximum of 24 months.

(d) The leave may be granted more than once if the disability is aggravated recurs in similar circumstances at a later date, but the maximum leave in consequence of any one disability should not exceed 24 months.

(e) **Combination with other kind of leave** — The leave may be combined with any other kind of leave.

(f) **Special Disability Leave** will not be debited to the leave account.

(g) The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during half pay leave. In such cases, beyond the first 120 days, the official may take half pay leave (at his credit) for another 120 days along with the special disability leave simultaneously and get leave salary equal to that on earned leave. The half pay leave so taken will be debited to his leave account.

(h) If the employee is entitled to any benefit under the Workmen's Compensation Act or the Employees' State Insurance Act, the amount of leave salary will be reduced by the amount of benefit payable under the above Acts.

(i) **Authority competent to sanction leave** — Appointing authorities are competent to sanction Special Disability Leave.

(8) **Study Leave.** - The study leave may be granted to an employee to undergo specialised higher studies in technical or professional subject having direct connection with sphere of his duties or any other study, on terms and conditions as decided by Competent Authority.

(9) **Leave Salary.** - (a) **Earned Leave** - An employee on earned leave shall draw the leave salary admissible to him which shall be equal to the pay drawn by him immediately before proceeding on earned leave.

(b) **Half Pay Leave or Leave Not Due** - An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in Sub-Regulation (a) of Regulation 9.

(c) **Commutated Leave** - An employee on commuted leave shall be entitled to leave salary equal to the amount admissible under Sub-Regulation (a) of Regulation 9.

(d) **Extra-ordinary Leave** - An employee on extraordinary leave is not entitled to any leave salary.

(e) **Maternity Leave** - During the period of such leave the female employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(10) **Encashment of Leave** - Application for encashment of Leave shall be submitted by the employees. The payment made under encashment of Leave shall not be counted as pay for any purpose including contribution towards provident fund.

(1) **Encashment of Earned Leave** : During service, Encashment of Earned Leave will be permissible maximum twice in a financial year with minimum of 10 days at a time without insisting on proceeding on leave subject to the concerned employees keeping a residual leave of minimum of 30 days at credit at the time of encashment of earned leave.

(a) **Encashment of unutilised Earned Leave**: In the following circumstances, an employee will be entitled for encashment of unutilized earned leave due and admissible at the credit of the employee on the last day of his service without keeping any residual leave subject to a maximum of 300 (three hundred) days;

(b) **On retirement or Resignation**: Employees will be entitled for encashment of earned leave at the time of their retirement after attaining the age of superannuation or resignation from service;

(c) On death : The earned leave standing at the credit of a deceased employee (who dies while in service) will be encashed and paid to his dependents or legal heirs at the rate of pay last drawn by the deceased while in service; and

(d) The cash equivalent under this clause will be as follows:

$$\text{Cash Equivalent} = \frac{\text{Basic} + \text{Dearness Allowance}}{30} \times \text{No. of Earned Leave to be encashed.}$$

(2) Encashment of unutilised Half-Pay-Leave . In the following circumstances, an employee will be entitled for encashment of unutilised half pay leave due and admissible at credit on the last day of his service, subject to a maximum of 240 (two hundred and forty) days of half pay leave.

- (a) Leaving the service of AAI on attaining the age of superannuation
- (b) Death while in service
- (c) Cessation of service including resignation other than on grounds of disciplinary action, on attaining age of 50 (fifty) yrs. provided the employee has put in a minimum of 20 (twenty) years of service in Govt. / PSE including a minimum service of 1 (One) year in AAI.

(d) Calculation of Encashment of Half Pay Leave

$$\text{Cash Equivalent} = \frac{\text{Half of Basic Pay} + \text{DA}}{30} \times \text{No. of HPL to be encashed (Max 240)}$$

12. CARRY FORWARD OF LEAVE. - When an employee moves from one Public Sector Enterprise to another Public Sector Enterprise with the consent of both the employers, the employee shall be granted the facility to carry forward his earned leave and half pay leave.

13. SPECIAL CASUAL LEAVE. - Special Casual leave may be granted to the employees in the following circumstances:

- (1) **Union activities:** - (a) Special Casual leave of maximum 20 days in a calendar year may be granted to the members of Central Executive Committee of the Recognized Union.
- (b) Special Casual Leave of maximum 10 days in a calendar year may be granted to the Office Bearers of the Recognized Union at the Regions and Airports where formal Union office is set up and formal list of Union office bearers has been communicated to the local Management on the recommendation of Regional Secretary and Branch Secretary as the case may be.

(c) The other delegates who are not office bearers of the Branch or the Regional office or Central Executive Committee Member may be granted maximum of 10 days special casual leave for attending All India Central Meeting of the Recognized Union. The above said leave may be allowed only on the recommendation of the General Secretary of the Recognized Union.

(2) **Family Planning Schemes:** (a) Special casual leave up to a maximum of 6 working days may be granted to such of the employees who undergo sterilization operation under the Family Planning Scheme. The above special casual leave may be sanctioned by the competent authority on production of a medical certificate from a Hospital approved by Airports Authority of India or Ministry of Health, Government of India in support of the request from an employee.

(b) A day's special leave may be granted to such of the female employees who may go for Intra Uterine Contraceptive Device insertion under the Family Planning Scheme, on the date of insertion of Intra Uterine Contraceptive Device, subject to the production of a medical certificate from the Family Planning Center that the employee concerned has undergone Intra Uterine Contraceptive Device insertion. The special casual leave may be sanctioned by the competent authority.

(c) Special Casual Leave for a period of not exceeding 14 days may be granted to female employees who may undergo non-perperal sterilization under the Family Planning Scheme, subject to the production of a medical certificate to the effect that the employee concerned has undergone such an operation. No special casual leave will, however, be granted in the case of puerperal operation.

(d) Male employees whose wives undergo either puerperal or non-puterperal Tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days, subject to the production of a medical certificate stating that their wives have undergone Tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(e) Employees whose wives undergo Tubectomy / Salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days, subject to the production of the medical certificate stating that their wives have undergone Tubectomy / Salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

absence was due to picketing or disturbances or curfew, special casual leave may be granted irrespective of the distance from residence to office.

(b) If, however, the official had applied, or applies for leave for genuine reasons e.g. medical grounds, etc. for the day or days of the bandh, he / she may be granted the leave admissible including casual leave and not Special Casual leave.

(5) **Other Purposes:** Special Casual Leave may also be granted for :

(a) Participating in Republic Day parades and rehearsals thereof as members of St. John Ambulance Brigade.

(b) Donating blood to recognized blood banks on working days for that day only;

(c) Training and duty as members of officially sponsored auxiliary police organization, such as Home Guards, National Volunteer Corps, etc.; and

(d) The day of election or bye-election for the Lok Sabha or State Assembly in the Constituency where the employee resides, if his office were outside the constituency and is not close for the day.

(6) **Combination of Special Casual Leave:** (i) The special casual leave can be combined with Sundays, restricted holidays and other holidays but not with any other kind of leave.

(ii) This leave will not figure in the regular leave account of the employee. It will be treated as duty for all purposes like fixation of pay, grant of increment and payment of salary.

14. CASUAL LEAVE – (1) Application for casual leave – An application for casual leave shall be made in the prescribed form (Form No.-V).

(2) **Conditions for grant of Casual Leave –** Casual leave will be admissible to all employees of the Authority both permanent and temporary as indicated below:

(i) Up to a maximum of 12 (twelve) days in a calendar year;

(ii) It can be combined with Sundays, restricted holidays and other holidays, but not with any other kind of leave. When so combined, the instructions regarding the total period of absence, shall be issued by Competent Authority;

(iii) Casual leave cannot be availed of for less than half a day;

(iv) Newly appointed employees during their first year of service will be given casual leave at the rate of 3 days per quarter;

(v) Casual leave will not figure in the regular leave account of the employee. It will be treated as duty for all purposes like fixation of pay, grant of increment and payment of salary;

- (vi) Casual leave is to be got sanctioned in advance except in the case of emergency or sudden illness. In such cases, the concerned official is required to intimate the office on phone or through written communication; and
- (vii) Maintenance of Casual leave Record - the casual leave records for the official working in different units or Departments will be maintained by the Units or Departments concerned themselves. However, in the case of Head of Department the casual leave record will be maintained by the Department of Personnel.

15. POWER TO RELAXATION. - Chairperson of the Authority may, at his discretion in deserving cases, for reasons to be recorded in writing, relax any of the conditions for grant of leave of any kind under these regulations.

16. AMENDMENTS. - These leave regulations may be amended or modified from time to time by the Authority.

17. REMOVAL OF DOUBT. - Where a doubt arises as to the interpretation of these regulations, it shall be referred to the Chairperson of the Authority who shall decide the same.

18. Repeal and Saving Clause: - (1) On and from the appointed date, International Airports Authority of India [Leave] Regulations, 1990 and amendments from time to time shall stand repealed;

(2) Notwithstanding such repeal, anything done or any action taken or purported to have been done or taken under the aforesaid Regulations so repealed, shall, in so far as it is not inconsistent with the provisions of these Regulations, be deemed to have been done or taken under the corresponding provisions of these Regulations.

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FORM NO. I

AIRPORTS AUTHORITY OF INDIA

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

(For Earned Leave, Half-Pay Leave, Commuted Leave, Leave Not due, Extra-Ordinary Leave, Maternity Leave)

[Refer Regulations 11 (1), (2), (3), (4), (5) & (6)]

1. Name _____

2. Designation _____

3. Employee No. _____

4. Department /Section _____

5. Type of Leave _____

6. Period of Leave _____

7. Saturdays, Sundays & Holidays, if any, proposed to be prefixed/ suffixed (with dates) - _____

8. Permission to leave the station **Yes / No** _____

9. Reason for leave _____

10. Complete address during leave period _____

Date : _____

(Signature of Applicant)

Leave Recommended/
Not Recommended
(If not recommended
State reason in brief)

Leave approved/
Not approved
(If not approved.
state reason in brief)

Signature _____
(Section Head)

Signature _____
(Departmental Head)

Name: _____

Name: _____

Date : _____

Date : _____

FORM NO. II

AIRPORTS AUTHORITY OF INDIA(For Earned Leave, Half-Pay Leave, Commuted Leave, Leave Not Due, Extra-Ordinary Leave,
Maternity Leave)

[Refer Regulations 11(1), (2), (3), (4), (5) & (6)]

Sub: Joining Report

I hereby report for duty today after availing _____ days of _____ (type of leave)
from _____ to _____. Medical Certificate and Fitness Certificate are also
enclosed.

Name : _____

Designation : _____

Department /Section : _____

Employee No. : _____

No. of Encls. : _____

Dated : _____

(Signature of Applicant)

Forwarded to Personnel Department

Name of Officer _____

Date : _____

Designation _____

Department _____

FORM NO. III

AIRPORTS AUTHORITY OF INDIA

[Refer Regulation 11(7) (b)]

Sub:- Report of Injury sustained by an employee due to accident.
(To be filled up immediately after the accident by the Officer Incharge)

Name : _____ Designation: _____

Employee No.: _____ Department: _____

Date & Time of Accident :- _____

Detail of Accident (including the place of accident)

Cause of Accident

Action taken by the Department including preventive action :

Signature of Head of Deptt.

Date :

Signature

Name of officer reporting
Department

Date :

AIRPORTS AUTHORITY OF INDIA

[Refer Regulation 11 (7)]

Sub:- Request for grant of Special Disability Leave

I have met with accident and sustained injury on _____ (Date) while working in _____ (Deptt). I request that I may be granted Special Disability Leave for _____ (No. of days) from _____ to _____.

Nature of Injury _____

Medical Certificate and Fitness Certificate and details of the Medical Treatment taken alongwith medical treatment documents are enclosed.

Date _____

Name _____

Designation _____

Employee No. _____

Department _____

Comments and Recommendations of the Sectional or Departmental Heads.

Dated : _____

Signature
(Departmental Head)

Name _____

FORM V

AIRPORTS AUTHORITY OF INDIA

[Refer Regulation 14]

APPLICATION FOR CASUAL LEAVE / RESTRICTED HOLIDAY

Name : _____

Designation : _____

Employee No. : _____

Casual Leave/RH required to be availed on : _____

Saturdays/Sundays & Holidays, if any, proposed to be pre-fixed/suffixed (with date) : _____

Reason for leave : _____

Permission to leave the station : Yes / No

If Yes, complete leave address : _____

(Signature of Applicant)

TO BE FILLED BY LEAVE RECORD IN-CHARGE

No. of Casual Leave / Restricted Holiday: _____
due before availing the above Casual Leave / Restricted Holiday

No. of Casual Leave / Restricted Holiday: _____
due after availing the above Casual Leave / Restricted Holiday of sanctioned

Signature of Recommending Officer: _____

Signature of Sanctioning Officer: _____

S. K. NARULA, Chairman

[ADVT III/IV/158/2003/Exty.]